

# Camden Haven High School

## Year 7 Handbook

2018



Education & Communities

Public Schools NSW

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## WELCOME FROM THE YEAR 7 ADVISOR



Welcome to Camden Haven High School (CHHS). You have joined a fantastic school and we are very happy to have you with us for your high school years.

High school is very different to primary school. CHHS is much bigger than your primary school and we also do things differently. For example, instead of having one class teacher for the day and one classroom, you will move around the school to go to different lessons with different teachers.

You may be in a regular classroom, outside doing PE or in a specialist room such as an art room, kitchen, metal room or a science lab.

Anything new can be a bit worrying but it can also be exciting.

At CHHS you will meet many new people, experience new subjects and learn new skills. It is an exciting time in your life!

My job as Year Advisor is to help you settle in with the minimum of stress. This will help you make the most of all your opportunities. I can help you with most things, from reading your timetable, managing your homework, to relationship challenges you may have with your peers or even perhaps a teacher. If I can't help you, then I can advise you about the best person to see to help find a solution to your problem.

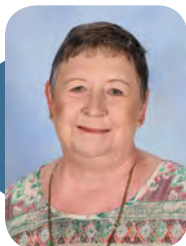
Just like all new things it will take time, so be patient and things will become easier with time. Just remember I am here to help with any stresses you may have.

Deb Geronimi

Ph: (02) 6556 8100

[deborah.geronimi@det.nsw.edu.au](mailto:deborah.geronimi@det.nsw.edu.au)

## PEOPLE TO KNOW AT SCHOOL



**Principal**  
Margaret Hutchinson



**Deputy Principal**  
Years 7-9  
Meaghan Cook



**Deputy Principal**  
Years 10-12  
Rob Lyttle

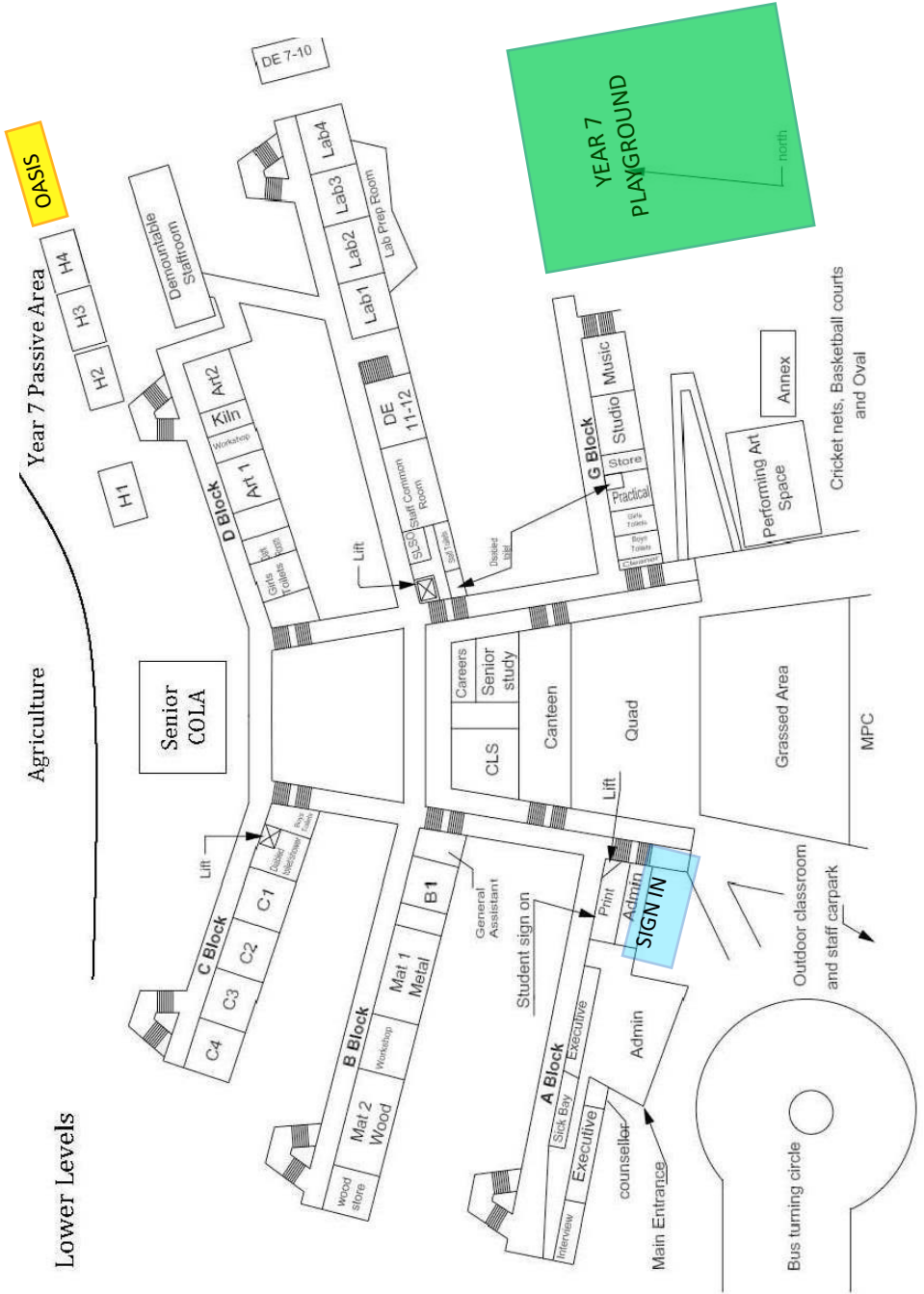


**Deputy Principal**  
Distance Education  
Sharon Westman

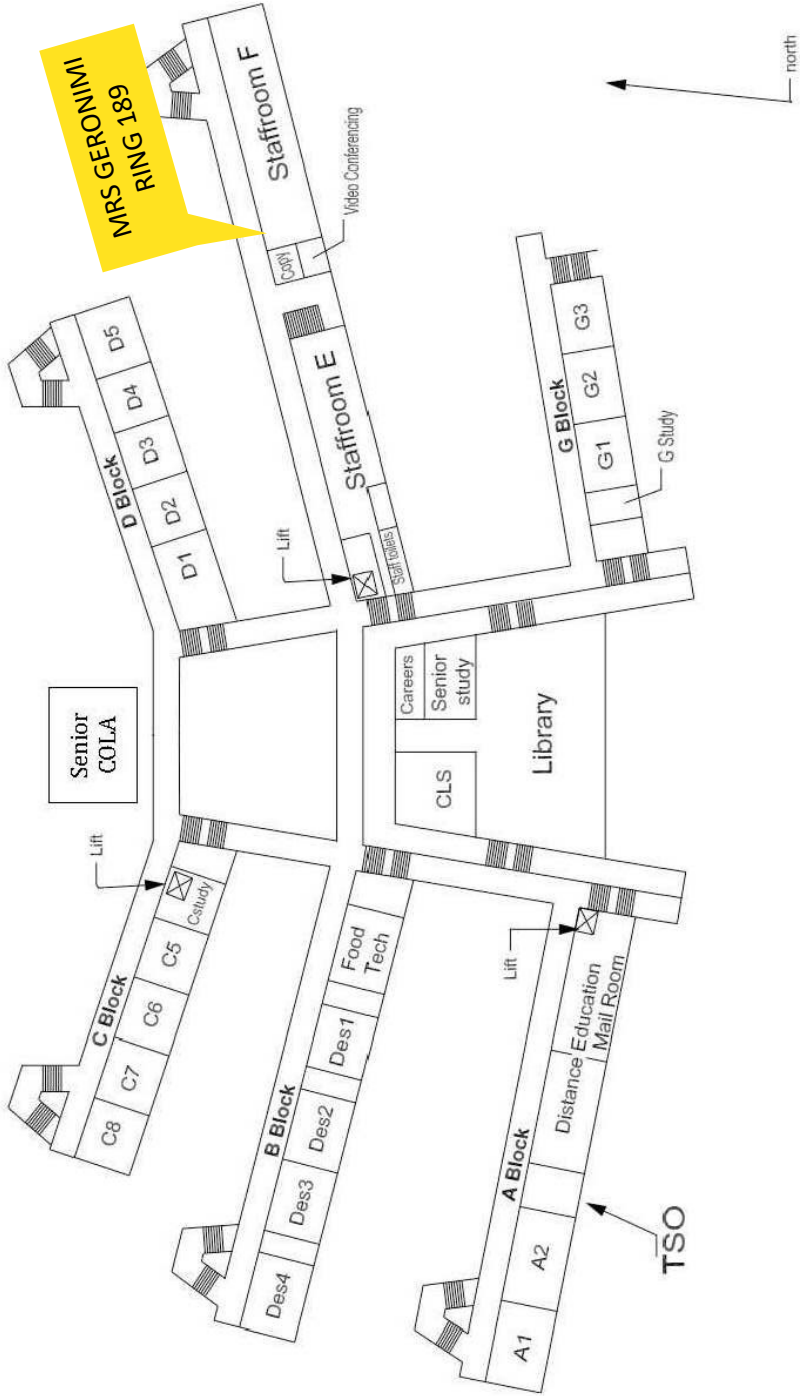


**Deputy Principal**  
Professional Practice  
Kelly Miller

# SCHOOL MAP



Upper Levels



## COMMUNICATION

### SCHOOL WEBSITE

<http://www.camdenhave-h.schools.nsw.edu.au/>

### FACEBOOK



<https://www.facebook.com/CamdenHavenHS/>

### SKOOLBAG

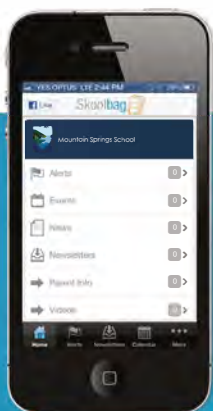


Install our Skoolbag app is the easiest way to access our calendar, news and events as well as notifications for alerts. It is available on iphone, android and Windows10. Follow the instructions on the following page to set up your app correctly.

### MILLENNIUM PORTAL



Parents and students have access to their own information on the school's database. This is where you will access information about your assessment tasks and markbook. Access information will be rolled out at the beginning of next year.



# Skoolbag

Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



## How To Install Skoolbag On Your Smartphone

### iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Get" then "install".
4. If iPad, change the drop list to "iPhone Apps"; your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "My Subscription Groups".
8. Toggle on the Push Categories that are applicable for you, by tapping the on/off switch.



### Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "My Subscription Groups".
8. Toggle on the Push Categories that are applicable for you, by tapping the on/off switch.





# NEWSLETTER



The newsletter is a digital publication compatible with any device. It is released fortnightly on even weeks of the term and can be accessed on our website, facebook, Skoolbag app or by email for subscribers.

## PRINTING

Once you are viewing our newsletter, click on the right ‘...’ button on the top-right corner of the screen and select print.

## SKOOLBAG

The Skoolbag app will send you a push notification to view the newsletter from any device

## FACEBOOK

We share a link to our newsletter each fortnight on our school Facebook page. You can like our page by searching ‘Camden Haven High School’ or click:

<https://www.facebook.com/CamdenHavenHS/>

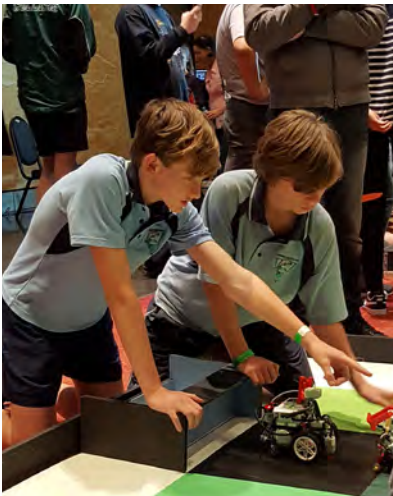
## WEBSITE

To access Skoolbag via the website, click on ‘Digital Community’ > ‘Skoolbag Communication Centre’ or follow this link:

<http://www.camdenhave-h.schools.nsw.edu.au/communication-centre>

## EMAIL

From the website Skoolbag, you can subscribe to email notifications by clicking on the ‘sign-up’ button in the top bar.



## SCHOOL UNIFORM

The correct uniform, including footwear, must be worn each day. There is a button up cotton collared shirt or a polo shirt to choose from and navy shorts with a side stripe or girls can wear a jade tartan skirt. We also have a sports uniform for sport and PE classes.



### **What do you do if you can't wear uniform on a certain day?**

Bring a short note from home to explain why you are unable to wear uniform for that day and give it to the Head Teacher Uniform (Ms Baker) or your Deputy Principal located in the main office of the school.

## Where can I purchase the school uniform?

The uniform shop is located at the school, next to the canteen. Mastercard and Visa Cards are accepted.

Opening hours: Tuesday: 8:30 - 11:30 am and Thursday: 1:00 - 4:00 pm

Extra hours: January 22, 24, 25, 29, 30 - 8:30 am -2:30 pm

February 1 - 1:00 - 4:00 pm

Our online store is located at <http://daylightsportswear.com/camdenhaven>

We accept payment through PayPal. Please pick up your purchase from the school uniform shop as we do not offer home delivery at this stage. You can try items on upon collection, and change the size if your order does not fit. Please bring a copy of your PayPal receipt as proof of payment.

For phone orders, please contact the uniform shop.

Ph: (02) 6556 8293 or [carla.mcinnis3@det.nsw.edu.au](mailto:carla.mcinnis3@det.nsw.edu.au)

## SCHOOL SHOES

Enclosed leather footwear is required to provide overall protection and allow students to participate safely in specialised subject areas including: Wood, Metal and Food Technologies, Textiles, Hospitality, Visual Arts, Science and Agriculture. In all Physical Education classes joggers must be worn.







## **ATTENDANCE**

Each student is given an ID card, which is used to swipe in and let the teachers and office staff know you are at school. This is just like the teachers at primary school who mark the roll each day.

Once you arrive at school, go to the windows at the back of the main office (A Block). The office staff will be waiting for you to swipe in with your school ID card. Your class teacher will also mark a class roll each lesson.

### **What if I don't swipe in?**

The school is required to know where you are and rolls are checked each morning and in each lesson. If you do not swipe in, your parents will receive a text message to alert them of your absence, despite the fact you are at school. You will then be asked to see a Deputy Principal for an explanation. Just in case you were wondering ..... the Department of Education has serious rules in relation to truanting.

### **What do I do if I am late to school?**

If you are late to school, you will need to go straight to the front office and swipe in. Bring a note from home to explain your lateness.

### **What if I need to leave early?**

If you need to leave the school before 3:26pm, you will need to bring a note from home to explain the reason. The note will need to be dropped into the Head Teacher Administration (Mr Stewart) in the administration office early in the morning before school starts. Mr Stewart will organise a leave pass for you to pick up at recess from the office. You will show your teacher the leave pass so you can leave class at the appropriate time and go back to the office to swipe out.

### **What do I do if I feel sick?**

If you don't feel well, tell your teacher. You may be told to put your head down on the desk or to get a drink. If you still feel unwell, tell your teacher and you will be given you a note to go to the front office with another student. Go to the office and one of the office staff will show you to sick bay and ring a parent/carer to come and collect you.

# BELL TIMES

Monday, Thursday, Friday		
Period	Time	Length
1	9.00	64
2	10.04	64
Recess	11.08	22
3	11.30	64
4	12.34	64
Lunch 1	1.38	22
Lunch 2	2.00	22
5	2.22	64
Finish	3.26	

Tuesday		
Period	Time	Length
1	9.00	64
2	10.04	32
Assembly	10.36	32
Recess	11.08	22
3	11.30	64
4	12.34	64
Lunch 1	1.38	22
Lunch 2	2.00	22
5	2.22	64
Finish	3.26	

Wednesday		
Period	Time	Length
1	9.00	64
2	10.04	32
Recess	11.08	22
3	11.30	64
Lunch 1	12.34	22
Lunch 2	12.56	22
4	1.18	64
5	2.22	64
Finish	3.26	



## READING YOUR TIMETABLE

CHHS uses a 'ten day' timetable. We have a Week A and a Week B in the cycle. You will be given an individual timetable, which will outline your lessons for two weeks.

- You will have 5 lessons (periods) each day.
- Each period will be 64 minutes in length, with the exception of Tuesdays when we have assembly.
- Each day will start at 9am and finish at 3.26pm.
- Wednesday's bell times are different because sport is held in the afternoon for Years 9-10.

## BEING ORGANISED

Being organised means knowing **what** you have to do and **when** you have to do it.

*HINT: ALWAYS PACK YOUR BAG THE NIGHT BEFORE*

- Get out your timetable and your diary.
- Find the correct day and take note of the subjects you have for that day.
- Pack the books you need for each subject.
- Make sure you check your diary and have all your homework completed and ready.
- If you have PE or sport, have your sports uniform in a separate bag that can go into your school bag.
- If you have food technology don't forget your apron and hat.
- Have plenty of healthy things to eat and drink.





## IF YOU GET LOST

- Check where you are supposed to be on your timetable
- Use the map in this booklet
- Ask a passing teacher to help you
- Ask another student to help you
- Check your timetable before the end of recess and lunch so you know where you need to go next

## MOVING AROUND THE SCHOOL

Our School is very large and has many students and teachers. When moving around the school it is important to always keep to the left so others may pass.

## CONTACTING MY TEACHERS

At the beginning and end of all staff rooms, there is a small intercom system where you can look up the teachers names and then call them on their phones.



## SCHOOL LIBRARY



The library is a safe and happy place for Year 7. Students are welcome to come to the library before school and during most lunch-times. They can read, get assistance with research, use technology, draw, play chess or just enjoy some quiet time.

Year 7 will visit the library regularly during English classes to read and borrow books. Students are also supported as they complete research tasks and assessment tasks in Science, Maths, History and Languages. Lessons are spent in the library using yellow-covered Guided Inquiry Booklets and working with the Teacher Librarian, Mrs Rienstra. They will develop skills that they will use throughout high school.



## THE SCHOOL CANTEEN

The school canteen has a wide variety of healthy foods for sale. It is open for business at recess and lunch time. Lunch orders can be made before school and at recess.

Students are required to line up and wait patiently for the volunteers to serve them. You will tell the canteen worker your purchase request and then move along to the next window to pay for and collect your food and/or drinks. EFTPOS is also available.

Always remember your manners – saying ‘please’ and ‘thank you’ – when using the canteen. Keep in mind that you would not have a canteen if it was not for the voluntary workers who staff the canteen each day.

## PDHPE AND SPORT

You will have a few Physical Education periods each week. Some will be practical lessons and you will therefore need to change into your sports uniform. Once you have finished the class you will need to change back into your school uniform for the rest of the day. Your teacher will let you know which lessons in the week you will need your sports gear. The other lesson is a theory lesson where you will learn about issues such as health, fitness and well-being.

Year 7 and 8 Sport is integrated into the timetable, which means you will do Sport at a different time to the rest of the school. You will enjoy a variety of different activities, whilst practising your movement skills.





# OUR SCHOOL VALUES

Respect · Responsibility · Doing Your Best

**Aim For The Highest**

**RESPONSIBILITY**

- Be on time and prepared
- Ask for help

**RESPECT**

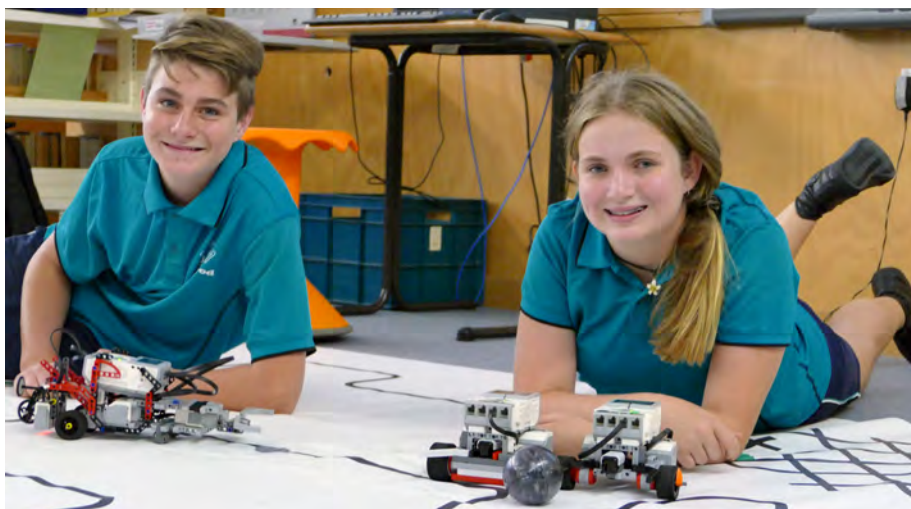
- Listen
- Control what I say and do

**DO YOUR BEST**

- Follow instructions
- Work and let others work

**Positive Behaviour for Learning**

All students and staff are expected to display these qualities at all times.



# OUR SIX EXPECTED BEHAVIOURS

Everyone at Camden Haven High School follows the six expected behaviours.

## CHHS RESPONSIBILITIES

RESPONSIBILITY 1



RESPONSIBILITY 2



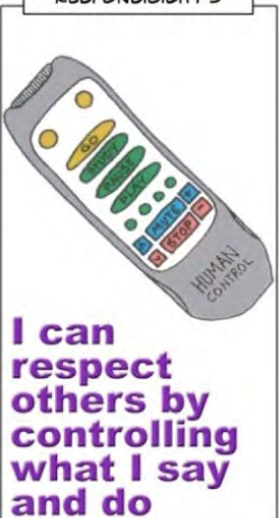
RESPONSIBILITY 3



RESPONSIBILITY 4



RESPONSIBILITY 5



RESPONSIBILITY 6



# SCHOOL REWARDS SYSTEM

Camden Haven High School is strongly committed to a policy of encouraging and rewarding achievement in all aspects of school life. Students are encouraged to work towards achieving the school’s highest award, the Principal’s award.

The merit scheme is an important structure in our school. It is one of the many ways that we regularly recognise and reward positive behaviour and positive results and achievements.

Students accumulate positive points throughout the year by endorsing the school’s core values in any aspect of schooling. These positive points assist their house group in the quest to be the house group with the most positive points at the end of the year.

The Step Up card is a reward card for teachers to give to any student they believe has done something positive, either in the classroom setting or outside of it. Teachers will issue approximately 5 cards per week per class plus additional cards for extracurricular activities.

Students are responsible for putting their own cards into a box outside the deputy’s office. The cards will be collected and rewards given at assembly every two weeks (canteen voucher or other vouchers). In addition, positive points will be rewarded to these students and their house group.

## Step Up



Student’s name: .....

Year: 7   8   9   10   11   12 (circle year)

Camden   Haven   Taylor   Watson (circle house)

Staff name: .....

Date: .....

**Aim for the highest**

## BULLYING

Bullying will not be tolerated at CHHS. In a big school like this, there will be people around, who you won't like or don't get on with. Nobody can be friends with everybody. However, all students are expected to follow our core values of respect and responsibility.

If somebody is giving you a 'hard time', you need to tell them to stop. If they continue you can see Mr Shilling in the Ag Plot or your Deputy Principal, who will investigate.



## MAKING WRONG CHOICES

It would be foolish to expect that no one in Year 7 would get themselves into trouble.

Basically, if you think before you speak and act, respect school property and other people's property, try to do your best work, ask for help if you get stuck, treat all people with respect, be responsible and do your best, you should be okay.

If you step 'out of line', you can expect a consequence which may be: -

- Detention
- Referral to the Faculty Head Teacher
- Prevention from attending excursions
- Placement on a monitoring card
- Suspension from school

Records are kept for every student who attends CHHS, including all of their achievements over the years, as well as the times they are in trouble. These records help the Year Adviser to write your school reference – something to keep in mind!



## SWIMMING CARNIVAL 2018

Our school swimming carnival is split over two days. One day for Years 7 and 8 and the next day for Years 9 - 12.

The Years 7 and 8 carnival is on Tuesday 6th and Wednesday 7th February 2018. All students are able to make their own way to the carnival. If they catch a bus from Dunbogan, North Haven and Laurieton, the buses will go directly to the pool in the morning. Other students will be transported by bus from the school.

Pool entry fee of \$4.00 is required.

Students are to come in their house colours and bring lots of enthusiasm and team spirit. Students will find out which house they belong to in the first week of school.

If students wish to travel home other than on the bus, they will be required to bring a note to explain where they are going, including the date, parental contact number and signature.

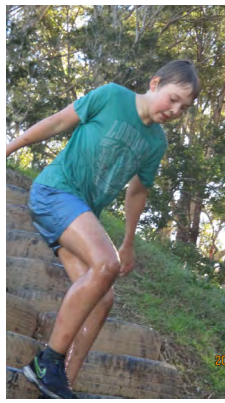
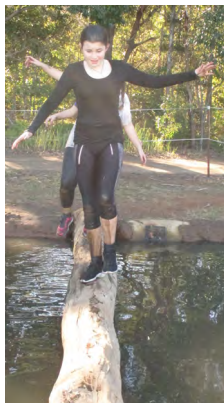
If a student is NOT to enter the water, a note MUST be given to the Head Teacher of PDHPE explaining why, so that appropriate provisions can be made.

Hope to see all your smiling faces!



## YEAR 7 CAMP

We offer a camp for all year 7 students. In 2017 we visited Coffs Harbour Beach School at Bonville.



# NATIONAL SCHOOL BASED IMMUNISATION PROGRAM

During Term 1 2018, the North Coast Public Health Unit will be offering a vaccination service at Camden Haven High School.



Health

A parent information pack will be provided for each student. This pack contains information about the vaccine and the disease which it protects against, as well as a consent form.

The school will distribute the packs in Term 1 before the first immunisation clinic. Immunisation nurses will visit the school at least three times over the year to complete the course of vaccinations.



If your child misses a dose in the school program, you should take your child to your general practitioner to complete any missed vaccines. Please note: this must be completed while your child is in Year 7 in order to be eligible for free vaccines.

## BOOK PACKS

**COST \$60**

### ALL SUBJECTS

- 2 x Blue Pens
- 2 x Black Pens
- 2 x Red Pens
- 1 x Ruler
- 1 x Glue Stick
- 1 x Sharpener
- 1 x Eraser
- 2 x H.B. Pencils
- 1 x Scissors
- 1 x Set Coloured Pencils
- 1 X Geometry Set – Oxford
- 1 x USB Drive min 16 gb
- 2 x Highlighters (Different colours)

### ENGLISH

- 1 x 192 page A4 Binder Book
- 1 x A4 Display Folder (not black)
- 1 x 96 page A4 Book

### MATHS

- 1 x 192 Page A4 Binder Book

### SCIENCE

- 2 x 96 page A4 Binder Book
- 1 x Safety Glasses
- 2 x Hair nets

### T.A.S.

- 1 x 2B Pencil
- 1 x Apron
- 1 x Hat
- 2 x Display Folder (not black)

### P.D.H.P.E.

- 1 x 96 Page Exercise Book

### Language

- 1 x A4 96 Page Binder Book

### HISTORY

- 1 x 192 page A4 Binder Book

### GEOGRAPHY

- 1 x 192 page A4 Binder Book

### MUSIC

- 1 x 64 page Music Book

## ADDITIONAL ITEMS

### ART PACK \$22

- 1 x 2B Pencil
- 1 x 6B Pencil
- 1 x Small Paint Brush
- 1 x No.5 Paint Brush
- 1 x Set Acrylic Paints
- 1 x Plastic White Eraser
- 1 x A4 Visual Arts Diary  
(Clear Front Cover)

### CALCULATOR \$24

- Casio fx -82 AU PLUS II- S





## FREQUENTLY ASKED QUESTIONS

### What do students bring on their first day?

They must wear the correct school uniform and bring their pencil case, morning tea, lunch and five exercise books (one for each subject) OR they could bring one book and then transfer the information into the correct books later.



### Can students bring their mobile phone to school?

Yes, they can bring their phone to school but it is their responsibility to follow the school policy. They are not allowed to be used or be visible during class time or they will end up in the Deputy's office.

### What if a student has allergies, a medical condition or special needs?

Parents/carers should contact the school as soon as possible to let them know about their child's needs and provide the ASCIA plan from their General Practitioner.

### When can students pick up their book pack?

Students can collect book packs from the canteen at the following times;

- 22nd - 25th January 2018 8:30am - 2:30pm
- 30th January 2018 All Day

Cash or eftpos on pickup.



## **SCHOOL CONTACT DETAILS**

Phone: (02) 6556 8100

Fax: (02) 6556 8105

Email: [camdenhave-h.school.nsw.edu.au](mailto:camdenhave-h.school.nsw.edu.au)

Website: [www.camdenhave-h.school.nsw.edu.au/home](http://www.camdenhave-h.school.nsw.edu.au/home)

Facebook: [www.facebook.com/CamdenHavenHS](http://www.facebook.com/CamdenHavenHS)